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Job details

Job 1 of 1

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Qualified candidates who meet the [Requirements \(please read "Requirements" Section below\)](#) are invited to apply by submitting an application ONLINE ONLY and fax or email supporting documents at the time of filing:

1. A resume with cover letter and employee number;
2. Copies of last three Reports of Performance Evaluation;
3. Copies of past two years' Time History Report (Prime Variance only);
4. Two writing samples (One page single spaced).

Requested materials should be emailed to hrrecruitment@rrcc.lacounty.gov or faxed to (562) 462-1373 Attention: Lorlyn Estrella. In your email or fax, please provide your name, phone number, and position title.

All submitted documents will be evaluated. Only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

Requirements [Must be permanent employees of the County of Los Angeles who currently hold or have held the payroll title of Accounting Technician I.](#)**Desirable Qualifications** The ideal candidate should possess demonstrated skills and abilities to fulfill the following:

- Extensive knowledge of the County budgeting process, cost analysis, financial forecasting, eCAPS Budget Preparation System and eCAPS Financial System;

- Strong knowledge of accounting principles, procedures, and County fiscal policies;
- Demonstrated ability to work independently with minimal management oversight;
- Ability to organize and prioritize multiple assignments in a fast-paced, deadline oriented environment;
- Experience in working effectively with all levels of staff and management, public and private organizations, government agencies, and County departments;
- Excellent verbal and business writing skills and professional demeanor;
- Good working knowledge of computer programs including Microsoft Excel, Word, Access, and Power Point.

Duties

- Performs technical work in an accounting or related area including general accounting, expenditures and accounts payable, revenue and accounts receivable, cost and fund accounting, budgetary support, accounting systems, auditing, accounting cycle, capital asset, and statement and report preparation;
- Assists in department accounting assignments which encompass the full cycle of accounting activities ranging from establishing accounting and subsidiary records, reconciling the ledgers, preparing adjustments and closing entries, and preparing reports;
- Classifies and records a variety of accounting transactions, including some requiring the interpretation of guidelines and policy that may involve processing encumbrances, cost accounting assignment, and reviewing and approving vendor payments, employee expense claims for reimbursement, cash receipts, and reimbursing revolving funds;
- Apportions expenditures, deferred revenues/advances and collection of accounts receivable within the appropriate accounting period;
- Determines the amount and distribution of accrued revenues and expenses and depreciation of assets;
- Reviews balance of accounts and reconciles to the Auditor-Controller's Countywide Accounting and Purchasing System (eCAPS) and subsidiary ledgers and trust funds;
- Provides explanation for reconciling items;
- Prepares journal vouchers, internal vouchers, cash receipts, and other accounting documents for the purpose of making adjusting entries for allocation of revenues and expenditures;
- Prepares routine statistical, cost and operating reports, statements of financial condition, budget compilations, and routine final accounting of revenues and expenditures for construction and other projects;
- Distributes both direct and indirect costs to cost centers and sets up rates using prescribed bases and techniques;
- Posts to ledgers, journals and registers, codes documents;

- Prepares deposits and reconciles differences incidental to performing technical accounting assignments;
- Examines accounting records for completeness, accuracy, and propriety;
- Routinely accesses and utilizes a personal computer using established applications including word processing, spreadsheet, eCAPS, and accounting software.

Vacancy Information

The vacancy is located at The Registrar-Recorder/County Clerk Headquarters located at 12400 Imperial Highway, Norwalk, CA 90650.

Available Shift

Day

Contact Name

Lorlyn Estrella

Contact Phone

(562) 462-3396

Contact Email

hrrecruitment@rrcc.lacounty.gov

Job Field

Finance and Accounting

Job Type

Administrative Support

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